



<b>Job Title</b>	<b>Parking Systems Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>17595</b>

### Class Specification – Parking Systems Manager

#### Summary Statement:

The purpose of this position is to direct, manage, and coordinate all activities for both on-street and off-street parking operations of the Parking System Enterprise. This is accomplished by developing and implementing policies, procedures, goals, and objectives for each operational area; assigning priorities and delegating authority to appropriate staff; and monitoring and evaluating effectiveness of service delivery methods. Other duties include managing and coordinating various capital improvement projects; overseeing design activities through construction documents and reading blue prints; managing contractor selection process; act as lead project manager through construction; and to provide highly responsible and complex administrative support to the Chief of Staff.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Performs administrative duties by developing and administrating the Parking System's annual budget; ensuring contract compliance by contracted management company; reviewing and approving various daily, monthly, and annual reports and audits; responding to and resolving difficult and sensitive inquiries complaints from citizens and media; and providing responsible staff assistance to Chief of Staff.
25%	Provides operational management assistance by directing and coordinating the work plan for on-street parking meters and off-street parking operations; coordinates special events and projects with other departments, divisions, and outside agencies; and monitors and evaluates supply inventories and purchases to ensure budget compliance.
25%	Performs special project management by collaborating with internal and external stakeholders to develop on-going capital improvement projects; developing short and long term project goals and objectives; and investigating feasibility of funding resources.
10%	Provides maintenance management by performing walk-throughs of off-street parking facilities and on-street parking meter locations; evaluates the cleanliness, appearance, and functionality of facility and efficiency; develops maintenance work plans for parking meter staff and contracted management staff; and monitors progress and makes necessary adjustments and follow through to completion of all work plans and projects.



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### **Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

**Experience:** Five years of increasingly responsible parking management and meter maintenance program administrative experience including two years of administrative and supervisory responsibility.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Week
Wetness and Humidity	Several Times per Week
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Rarely
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Vehicle, hard hat, hand and power tools, personal computer, printers, scanners, IR probes, electronic kiosks, and credit card machine.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014